

## **HOPE Network Executive Director (Part-time)**

This is a great opportunity for a candidate passionate about making a difference in the community, leading an organization, and requiring the flexibility to do so on a part-time basis. The only reason this wonderful job is available is due to the untimely passing of our executive director.

Founded in 1982, HOPE Network, Inc. is a grassroots nonsectarian non-profit organization that provides outreach programs to families headed by single mothers in the greater Milwaukee area. Through its supportive services, HOPE Network helps to give single mothers a sense of community, helps them enhance their parenting skills, helps them develop self-reliance, and helps them to plan a future for themselves and their children. Programs include quarterly news magazine, crib and safe sleep program, clothing bank, family outings, annual scholarships, and phone help for mothers requesting resource information.

### **Position Summary:**

The executive director is responsible for the overall leadership and management of the organization. Primary tasks include grant writing and fundraising for HOPE Network. The executive director works independently to advance the mission of HOPE Network and communicates with organization families, donors, volunteers, outside accountant, social services agencies and other community partners, and reports directly to the board of directors.

### **Position Responsibilities:**

- Write and submit grant requests to various charitable organizations.
- Work to build and sustain relationships with community partners.
- Create, design and produce fundraising letters, emails, and communications to donors.
- Create an annual budget, and review monthly income/expense statements.
- Co-chair the annual October fundraising event.
- Facilitate the scholarship program and other ongoing HOPE Network programs.
- Communicate activities, growth ideas and results to board of directors. Attend evening board meeting every other month on Monday evenings.
- Chair the executive committee of the board, and communicate with same.
- Communicate with the part-time office manager, who oversees and coordinates the daily operations of HOPE Network.

### **Minimum Required Qualifications:**

- Bachelor's degree
- Proven track record of successful leadership and time management, ideally in non-profit organizations (must be a self-starter and motivated to take HOPE Network to the next level)
- Successful fund development track record including grant/proposal writing experience and fundraising. Creativeness essential, for seeking new funding opportunities and for enhancing relationships with donors
- Demonstrated ability to successfully create and maintain trusting partnerships with diverse populations
- Financial literacy and experience in managing a budget
- Excellent written and oral communication and computer skills (Microsoft Office Suite)
- Demonstrated ability to exercise independent judgment and manage multiple priorities; must be self-motivated and able to work independently
- Comfort and facility working in social media

The position offers a flexible schedule, averaging 25-30 hrs. per week. Salary is \$21 per hour and includes paid holidays. One week (25 hours) of vacation begins after 90 days of employment. Work is done at the HOPE office in Menomonee Falls. Must include cover letter when emailing resume to: [krista.rosolino@gmail.com](mailto:krista.rosolino@gmail.com) (We are not looking for a curriculum vitae with list of publications.) Application deadline is Nov. 28. For information on our organization, see our website: [www.hopenetworkinc.org](http://www.hopenetworkinc.org)